SHARP-SHOOTER

TAKING AIM TO BETTER SERVE THE CUSTOMER

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SHARP Training Plan

The SHARP Change Management Team and SHARP trainers are developing a Computer-Based Training (CBT) format to train SHARP users in the use of PeopleSoft 7.0 software. Our goal is to provide "just in time" training for all users and to utilize our training resources in the most efficient manner. The training will be available to users at their work place and at their own pace, rather than attending classroom training for several days.

After the SHARP upgrade is complete, the Divisions of Personnel Services (DPS) and Accounts and Reports (A&R) will continue all SHARP training through CBT and on-line exercises. Each agency will be responsible for ensuring employees are given enough time to be sufficiently trained to perform their on-line work. The CBT approach will be designed to accommodate current SHARP users and also new users in the future.

Specific, detailed instructions for acquiring and completing the training will be provided at a later date. The general procedures are outlined as follows:

- Download applicable on-line training manual (i,e, time and leave, payroll, HR, etc.)
- Complete the CBT training, print pages as needed or as instructed
- Access the training database to complete "open book" exercises
- Send printout to DPS confirming completion of exercises
- Apply to DPS for Operator Class and access to on-line SHARP

There will be a "Help Desk" to answer your questions and help you with SHARP. We are also asking for volunteers from agencies to be Super Users, or experts for SHARP, within their agency. Ideally, users would contact the Super User in their agency first, then the Help Desk if they cannot get a satisfactory answer.

Super Users will receive classroom training prior to the upgrade implementation. Volunteers should contact Doug Quinn at (785) 296-4886 for consideration.

The July 1 and July 8 Part Two Policy and Systems Change Preview Meetings will explain the training procedures and demonstrate the CBT.

N O T I C E !

Part Two of the Policy & Systems Change Preview Meeting will be held on July 1 and repeated on July 8 at the Holidome, Topeka located at 605 SW Fairlawn (Fairlawn and I-70). Please allow time for the road construction in the area. There is plenty of parking available and we look forward to seeing everyone who attended Part One. Reminders are being sent to those who attended Part One. If you did not attend Part One, you may still register and attend Part Two. Contact DPS at (785) 296-7447.

Inside This Issue

This issue will focus on business process changes involving:

Employee Data Administration

The appearance of panels used to process Employee Data Administration transactions will change very little with the SHARP upgrade. However, the panels will be located in a different window and many of the system edits and field defaults will be eliminated.

The panels used to process Employee Data Administration transactions are located in the Administer Workforce window in version 7.0 instead of the Personnel Administration window used in the current version. In addition to being relocated, the arrangement of the panel group has also changed. The Personal Data 1 and 2 panels have been separated from the Job, Employment and Benefit Program Participation panels. This feature allows for quicker updates to an employee's personal data. The Employment Data panels will follow the Job Data panels in v7.0. The default values from Job Data will be visible upon entering the Employment panels which will allow for a more efficient review and update of these fields. Custom fields added by the State of Kansas will also be located on different panels after the upgrade. Currently, the State, Country, County, Salary Authorized By and Work Schedule fields are located on the Job Data 3 panel. However, after the upgrade these fields, along with other custom State of Kansas fields, will be placed on a new Job Data 4 panel.

Several system edits and field defaults that were added to the panels used to process Employee Data Administration transactions will be eliminated. Specifically, edits to prevent the entry of retroactive acting assignments, reinstatement or reemployment of an employee at a higher rate of pay than authorized, or a change of an employee from probationary to permanent status without having a review on file will be removed. Agencies will need to ensure all transactions meet regulatory requirements and all appropriate approvals have been received prior to the data entry occurring in SHARP. Agencies are encouraged to use the Employee Data Sheet (EDS) and Position Data Sheet (PDS) created by the Division of Personnel Services to record data transactions to be entered into the system.

A new feature included in the Administer Workforce Window in v7.0 is the Names panel. This panel will allow you to maintain a history of name changes for your employees. Delivered reasons to document a name change include: Former 1, Former 2, Maiden, Preferred and Other. The ability to store multiple phone numbers for an employee on the Personal Data panel is another enhancement to the upgraded SHARP system. Choices include; cell phone, Fax and pager.

Additional detailed information on the Employee Data Administration process will be provided in the training materials.

SHARP-SHOOTER

will be published monthly by the Statewide Human Resource and Payroll Project. This publication is designed to inform state agencies and their users of the status of the SHARP Project.

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Training Administration

The Division of Personnel Service (DPS) currently uses Training Administration to enter training information for State employees, such as attendance at Fall and Summer DPS conferences, New Employee Orientation, and SHARP, Supervisory and KQM training. The SHARP Training Administration module allows agencies the opportunity to track required and optional training they provide or that their employees attend. Agencies may also use the delivered functionality to track training expenses.

When the State of Kansas acquired the first version of PeopleSoft, very few modifications were made to the Training Administration module. As a result, minimal differences exist between the current and upgraded version. The Course Department ID will be displayed on the Course Table only. Currently it is displayed on six other panels. The Employee's Department ID will be removed from five panels. Because PeopleSoft utilizes Microsoft Word, DPS will switch from WordPerfect to Microsoft Word to generate Administer Training letters. Once departmental security is added, agencies will be able to generate training letters.

Selection criteria on some prompt boxes will also change. In the current system, when the user accesses certain Student Training panels, a prompt box displays. The prompt box is used to enter the employee ID (EmplID) or Name. In the upgraded version, the prompt box will display the EmplID only; therefore, it is imperative the correct EmplID be recorded on all enrollment forms for ease of entry into the system.

PeopleSoft added several new reports that enhance the delivered training module. The current version of Administer Training contains only one report that generated training letters. The upgraded version adds Course Session Roster, Course Waiting List, Training Schedule, Training Facility Schedule, and several table reports. Once departmental security is added, agencies will also be able to generate these reports.

DPS will offer Training Administration as one of the classes included in the Computer Based Training (CBT) series.

Project Update

The official SHARP upgrade implementation date is for the pay period beginning October 4, 1998, with conversion actually occurring on October 9, 1998, for the pay date of October 30, 1998. Following the dates in the Agency Readiness Checklist will ensure your readiness for the upgrade. In line with the checklist, the Training Development Team will have the Computer-Based Training (CBT) available for access by the end of August, 1998. This will give everyone 30 days to complete the on-line training and apply for their user sign-on to the new SHARP environment. We are working out the details to make an on-line basics tutorial available for users to view the "look and feel" of the panels in the delivered PeopleSoft version 7.0. A sound card and speakers are required to get maximum results from the tutorial. The tutorial will give users a head start for using the new software and will make the CBT easier to follow. One recommendation would be to download the tutorial to one computer that has a sound card and speakers, and use that computer for all users to view the tutorial.

The next update for the Agency Readiness Checklist is due on July 1, 1998. So far we have received updates from 50 percent of agencies for the May 15, 1998 update. DISC will be contacting those agencies who did not respond to make sure they are following the checklist. All agencies must be completely ready by the implementation date to access SHARP.

SHARP upgrade version 7.0 will run on the minimum requirements of a 486/66 IBM computer with 16MB RAM, but may be slower than agencies are used to, even with no other applications open. Agencies will need to decide what kind of equipment their individual users will require based on the volume of data entry, number of data entry operators and existing budgets, and Information Technology plans filed by the agency.

Dear Dead Eye…

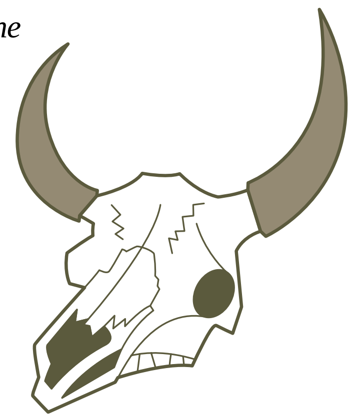
Q: *Will PeopleSoft 7.0 be compatible with Novell networks.*

A: The only change occurring with the upgrade is the software and hardware requirements for work stations. Work stations with the appropriate equipment will be compatible with PeopleSoft 7.0. Agencies will access PeopleSoft 7.0 the same way they attach to version 4.0. Our technical people are working on procedures to make sure everyone has access with minimal intervention on the agency's part.

Q: *Will Windows98 work with PeopleSoft 7.0? Our agency is purchasing new computers and Windows98 should be available by then.*

A: We would have to test Windows 98 to see if it is compatible with PeopleSoft 7.0, and Windows98 is not yet available for us to test. PeopleSoft requires Windows 95 or NT 4.0 or higher, to use their software. Our technical staff recommends NT, provided your computer meets the specifications required by the software.

All questions for Dear Dead Eye are welcomed and should be directed to "Dead Eye" at the project address, (785)296-6804, GroupWise - Quinn, Douglas, or E-Mail - dougq@dabdas.wpo.state.ks.us All questions will be answered in the following issue of the newsletter.



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